**Name:**

**Score: /20 pts**

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| **Content 4 pts**  (supports the topic with detailed, relevant examples) | **\_\_ Examples provide strong support for your topic/thesis** |
| **\_\_** (-1) Provide more specific examples. Yours are too general  **\_\_** (-1) Missing a part (subject, greeting, closing, purpose, action)  \_\_ (-1) Avoid digressions. (Some of your examples are off topic)  \_\_ (-1) Other |
| **Organization**  **/Clarity 4 pts**  (ideas are organized, main ideas are clear) | **\_\_ Email well organized** |
| \_\_ (-1) Topic: your topic is unclear or in the wrong place.  \_\_ (-1) Email organization confusing.  \_\_ (-1) Use transitions to help readers follow your organization  \_\_ (-1) Other |
| **Expression 4pts**  (sentence style, word choice and spelling) | **\_\_ Use of vocabulary and sentence structure varied and correct** |
| \_\_ (-1) Spelling errors or typos (remember to proofread)  \_\_ (-1) Incorrect tone (e.g., formal, informal)  \_\_ (-1) Paragraphs too long or too short (about two lines for emails)  \_\_ (-1) Sentences too long or too short  \_\_ (-1) Shifts in tense, voice or person (pronoun errors)  **\_\_** (-1) Avoid repetitions and redundancies (be concise)  \_\_ (-1) Infinitives, gerunds, or word order  \_\_ (-1) Prepositions, phrases and idioms  \_\_ (-1) Other |
| **Sentence Grammar 4 pts** | **\_\_ Sentence grammar good** |
| \_\_ (-1) Incorrect conjugation (tense or subject agreement)  \_\_ (-1) Comma-splicing or fused sentences  **\_\_** (-1) Fragments  \_\_ (-1) Articles (the, a, an), determiners and plural forms  \_\_ (-1) Other |
| **Punctuation and Mechanics 4 pts** | \_\_ **Punctuation and Mechanics good** |
| **\_\_** (-1) Comma use (intro, non-restrictive, in a series)  \_\_ (-1) Use of semi-colon or colon  \_\_ (-1) Capital letters  \_\_ (-1) Spacing, indentation problems.  \_\_ (-1) Other |

**Additional Comments:**

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